

## **BSO Tutorial for Tax Year 2009**

## Acknowledge Resubmission Notice and/or Request Extension

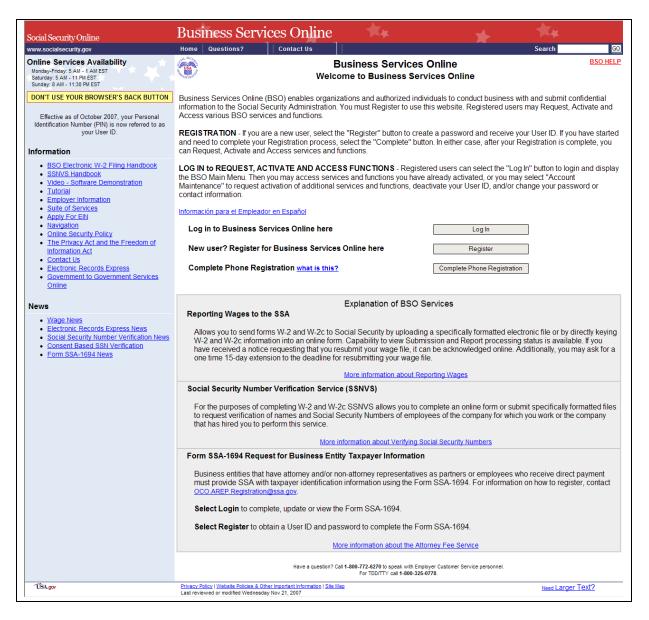
Contains the following lesson:

Acknowledge Receipt of a Resubmission Notice
 Received from SSA and/or Request an Extension of the
 Deadline for Resubmitting Your Formatted Wage File

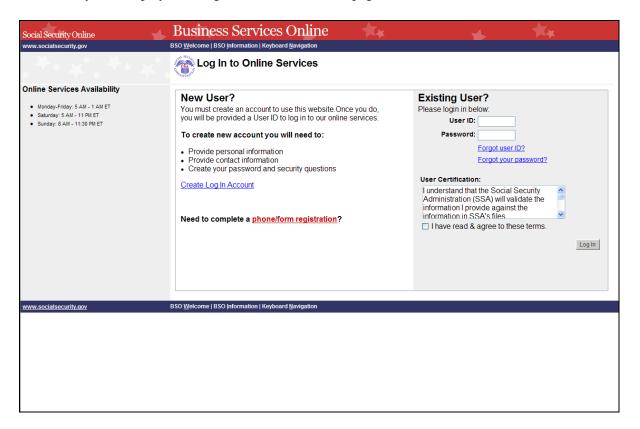
## LESSON 1: ACKNOWLEDGE YOUR RESUBMISSION NOTICE AND/OR REQUEST AN EXTENSION

Follow the instructions below to acknowledge that you received a notice from the Social Security Administration (SSA) requiring you to resubmit your W-2 data. You can also follow these instructions to request an extension of the deadline for resubmitting your formatted wage file.

**STEP 1:** Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: <a href="https://www.socialsecurity.gov/bso/bsowelcome.htm">www.socialsecurity.gov/bso/bsowelcome.htm</a>.



**STEP 2**: Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.



**STEP 3**: Enter your User ID and Password.

**STEP 4**: Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page (see screen example below.)

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.



STEP 5: Select the Report Wages to Social Security link on the BSO Main Menu page.

## **Report Wages To Social Security**

Submit, download or process W-2s and W-2cs

View submission status, acknowledge resubmission notices or

Request resubmission extensions

The system displays the Wage Reporting Attestation page (see screen example below.)



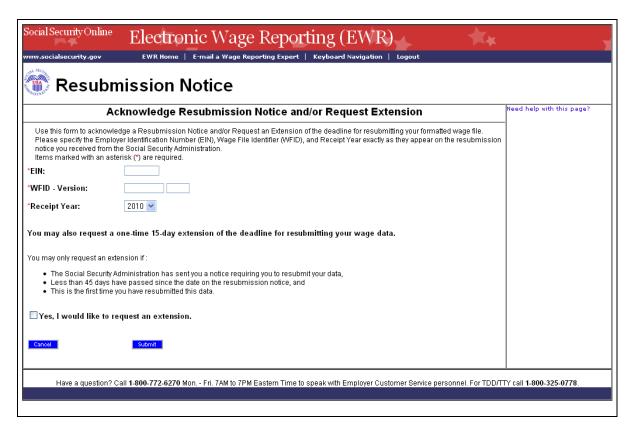
**STEP 6**: Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the I DO NOT Accept button.

The system displays the Electronic Wage Reporting (EWR) home page (see screen example below.)



**STEP 7**: Select the **Acknowledge Notice and/or Request Extension** link. The system displays the Acknowledge Notice and/or Request Extension page (see screen example below.)



**STEP 8:** Enter your Employer Identification Number (EIN), Wage File Identifier (WFID), Version, and Receipt Year (exactly as they appear on the resubmission notice you received from SSA.)

To return to the EWR home page, select the **Cancel** button.

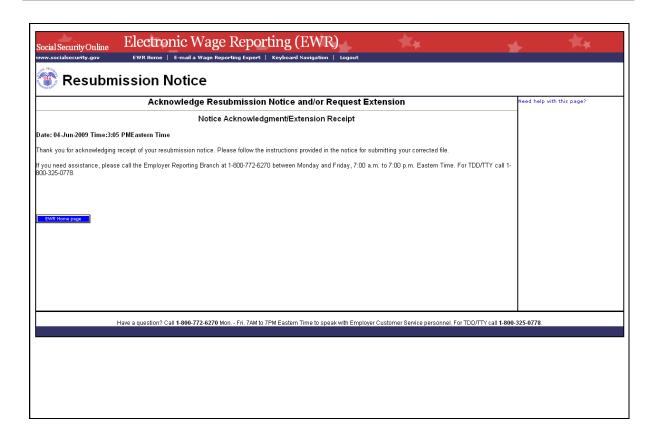
- **STEP 9**: Select the "Yes, I would like to request an extension" check box on the Acknowledge Notice and/or Request Extension page (see the previous page for a screen example) if you want to request an extension on the deadline for resubmitting your formatted wage file.
- **STEP 10**: Select the **Submit** button on the Acknowledge Notice and/or Request Extension page (see screen example, above) to process the acknowledgement and/or request an extension.

If the "Yes, I would like to request an extension" check box on the Acknowledge Notice and/or Request Extension page was selected, the system displays the Notice

Acknowledgement/Extension Receipt page with a confirmation of extension in the Notice Acknowledgment/Extension Receipt. See screen example below.



If the "Yes, I would like to request an extension" check box on the Acknowledge Notice and/or Request Extension page was not selected, the system displays the Notice Acknowledgement/Extension Receipt page without a confirmation of extension in the Notice Acknowledgment/Extension Receipt. See screen example on page 8.



**STEP 11**: Select the **EWR Home page** button to return to the EWR Home page.